

## BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

### Surveyor-in-Training Information Sheet

All applicants must meet the current eligibility requirements at the time the completed application package is received at the board office. Completed application packages must include all required documentation, references, verifications, and fees. All forms must be legible. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination, or the applicant may be scheduled for the next available examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

#### EXAMINATION APPLICANTS APPLYING UNDER THE PROVISIONS OF 18 VAC 10-20-300.1

Board regulation 18 VAC 10-20-300.1 states that applicants who are enrolled in a board-approved surveying or surveying technology curriculum of 4 or more years and are within 12 months of completing their degree are eligible to take the Fundamentals of Land Surveying Examination. Individuals applying under this provision must submit the following documentation:

- ➔ a completed *Surveyor-in-Training Designation Application* and fee;
- ➔ a *Certificate of Good Standing* from the dean of the school in which the applicant is enrolled. Candidates applying under this provision must submit a completed copy of the *Verification of Degree Form* within 12 months of receiving their degree; and
- ➔ if approved for the exam, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

#### ALL OTHER EXAMINATION APPLICANTS

Individuals not applying under the provisions of 18 VAC 10-20-300.1 must submit the following documentation. The amount of experience required is based on your level of education (see 18 VAC 10-20-300 of the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*).

- ➔ a completed *Surveyor-in-Training Designation Application* and fee;
- ➔ official school transcripts if applying under 10.A., 10.B., 10.C., 10.D. or 10.F;
- ➔ documentation of completion of the Apprenticeship Program if applying under 10.E., *by submission of the Apprenticeship Action Form* issued by the Department of Labor and Industry;
- ➔ completed *Experience Verification Form(s)* if you are applying under 10.B., 10.C., 10.D., 10.E. or 10.F. on the *Surveyor-in-Training Designation Application*.
- ➔ if you are approved for the examination, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

#### EXPERIENCE

Applicants applying under 10.B., 10.C., 10.D., 10.E. or 10.F. of the *SIT Designation Application* must verify all experience on *Experience Verification Forms*. You may photocopy the form to accommodate all your experience. Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes are not acceptable. Please refer to 18 VAC 10-20-295 and 18 VAC 10-20-340 of the board regulations for descriptions of Qualifying (professional) and Non-qualifying (sub-professional) Experience.

#### TOEFLiBT (formerly known as TOEFL & TSE)

Applicants for licensure must be able to speak and write English to the satisfaction of the board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the board a TOEFLiBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the board. Score reports shall not be over two years old at the time of application.

#### EXAMINATION

Additional information concerning the examination is available from:  
National Council of Examiners for Engineering and Surveying  
P.O. Box 1686  
Clemson, South Carolina 29633-1686.  
Telephone: (864) 654-6824  
Web Site: [www.ncees.org](http://www.ncees.org)



**Board for Architects, Professional Engineers, Land Surveyors,  
 Certified Interior Designers and Landscape Architects  
 SURVEYOR-IN-TRAINING DESIGNATION APPLICATION**  
 Fee \$60.00

A check or money order payable to the **TREASURER OF VIRGINIA**, or a completed credit card insert available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> must be mailed with your application package.  
**APPLICATION FEES ARE NOT REFUNDABLE.**

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at [www.dpor.virginia.gov](http://www.dpor.virginia.gov) prior to applying for licensure.

➔ The date this completed application, fee, and all required supporting documentation are received in the board office shall determine if an application has been received by the exam application deadline established by the board.

1. Name

\_\_\_\_\_  
 Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number \*  -  -

3. Date of Birth \_\_\_\_\_

4. Address (PO Box not accepted) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip Code

➔ If you are using your business address, please include business name, full street address and any floor or suite numbers.

5. E-mail Address \_\_\_\_\_

6. Contact Numbers \_\_\_\_\_  
 Primary Telephone Alternate Telephone Facsimile

7. Have you ever taken the Fundamentals of Land Surveying examination in Virginia?

No ☐

Yes ☐ If yes, please provide the month and year of the exam. \_\_\_\_\_

8. Education

	Institution	Degree BS, BA...	Major	MM/YY Completed
High School				
Apprentice Program				
Associate				
Bachelors				
Masters				
Ph.D.				

9. Are you enrolled in a board-approved surveying or surveying technology curriculum and **less than 12 months** from completing your degree requirements?

No ☐

Yes ☐ If yes, you must attach a *Certificate of Good Standing* from the dean of the school in which you are enrolled. Also, forward a completed *Degree Verification Form* upon receiving your degree. Skip to question #11.

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
		\$60.00	1005			0430	

10. Which of the following education/experience requirements have you met in order to qualify for the Fundamentals of Land Surveying (FLS) Exam and the Virginia Surveyor-in-Training Designation? Check only **one**.

- A. ☐ SCA Graduation from a board-approved surveying or surveying technology curriculum  
**REQUIRED DOCUMENTATION:** *Official College/University Transcript*
- B. ☐ RGRD Graduation from a board-approved curriculum of at least 4 years related to surveying **and** 1 year of approved land surveying experience  
**REQUIRED DOCUMENTATION:** *Official College/University Transcripts and Experience Verification Form(s)*
- C. ☐ UGRD A four year bachelor's degree in a field unrelated to surveying **and** a minimum of 3 years of approved land surveying experience  
**REQUIRED DOCUMENTATION:** *Official College/University Transcript and Experience Verification Form(s)*
- D. ☐ AGRD Graduation from a board-approved surveying curriculum of at least 2 years **and** a minimum of 4 years of approved land surveying experience  
**REQUIRED DOCUMENTATION:** *Official College/University Transcripts and Experience Verification Form(s)*
- E. ☐ APPR Successful completion of a board-approved apprenticeship program with a minimum of 480 hours of surveying-related classroom instruction **and** a minimum of 6 years of approved land surveying experience  
**REQUIRED DOCUMENTATION:** *Documentation of Completion of the Apprenticeship Program and Experience Verification Form(s)*
- F. ☐ HS Graduation from high school; successful completion of courses in algebra, geometry and trigonometry; **and** a minimum of 8 years of approved land surveying experience  
**REQUIRED DOCUMENTATION:** *Official High School/College/University Transcripts and Experience Verification Form(s)*

➔ **ALL EXPERIENCE MUST BE VERIFIED ON *Experience Verification Forms* AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.**

➔ **APPLICANTS WHO HAVE ACCUMULATED COLLEGE CREDITS MAY APPLY CREDIT HOURS APPROVED BY THE BOARD TOWARD THE EXPERIENCE REQUIREMENTS (i.e., ONE YEAR OF EXPERIENCE CREDIT WILL BE GIVEN FOR 40 SEMESTER HOURS OF APPROVED COLLEGE CREDIT).**

11. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

12. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No ☐

Yes ☐ If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; **and** any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving my Surveyor-in-Training designation. I certify that I understand and have complied with all the laws of Virginia related to land surveying under the provisions of Title 54.1, Chapter 4 of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

